



STATE OF CALIFORNIA

DEPARTMENT OF DEVELOPMENTAL SERVICES

JOB OPPORTUNITY BULLETIN:

HEALTH SERVICES SPECIALIST

SALARY RANGE	Range T: \$7,077 - \$8,436 per month* <i>*Starting Salary applies to those first entering State Service. Maximum salary is typically for State Employees who meet the criteria for Annual Merit Salary adjustments in increments of 5% until the maximum salary is attained.</i>
TENURE/TIME BASE	Limited Term (24-Month)/Full-Time <i>*Please note this is a Limited Term appointment with the potential of becoming permanent.</i>
PROGRAM/DEPARTMENT	Central Nursing Services (CNS)
FINAL FILING DATE	Until Filled

DESCRIPTION OF DUTIES:

The Sonoma Developmental Center has an opening for a Health Services Specialist (HSS). This is a Limited Term (24-month) appointment with the potential of becoming permanent. Under the administrative direction of the Office of the Coordinator of Nursing Services, and directly supervised by the Assistant Coordinator of Nursing Services (ACNS), the HSS is responsible for the ongoing assessment of nursing needs and evaluation of nursing care given an assigned caseload of clients. The HSS acts as a resource to Level of Care staff in formulating health care objectives and plans. The HSS participates in training Level of Care staff in various nursing procedures or related areas. The HSS responds to medical emergencies, facility wide, providing nursing leadership and has the functional authority to make decisions and instruct unit staff on procedures pertaining to health care as defined in the Nursing Procedure Manual and the Best Practice Guidelines for Nursing Care. The HSS must maintain strength, agility, endurance, and sensory ability to perform the duties contained in the employee's official duty statement.

Typical duties include evaluating daily health problems and nursing care needs of clients through daily rounds and collaboration with unit staff and physicians; preparing all professional nursing documentation as assigned to assure compliance with regulatory requirements including nursing assessments, comprehensive health care plans, and physical assessments; identifies the need for and provides in-service training for staff in nursing practice and care; communicating with the program and unit managers and the ACNS office regarding client status and staff training needs; evaluating clients' health and/or nursing needs on an ongoing basis, performing comprehensive annual nursing assessments and recommending a plan of care based on nursing diagnosis; responding to and providing nursing assessment and treatment during medical emergencies, assisting ACNS/Code Blue Team Leader and may act as ACNS and Code Blue Team Leader on a voluntary basis when certified to do so by the ACNS. The Health Services Specialist also participates as a member of the Interdisciplinary Team in the development, implementation, evaluation and revision of clients' Individual Program Plans assuring that health care needs are addressed.

WHO MAY APPLY:

Applicants must possess Civil Service Eligibility and must meet the minimum qualifications of this classification to be qualified. Eligibility may consist of one of the following: list eligibility, lateral transfer or reinstatement to state service. Applicants must indicate their eligible status in the title section of the Employment Application (STD-678). For more information on the qualifications, please visit the California Department of Human Resources website at www.calhr.ca.gov. The STD-678 may be obtained by visiting the Human Resources Office at Sonoma Developmental Center, other state agency human resources offices, or may be downloaded from the California Department of Human Resources website. Please mail or hand-deliver your application to the address indicated below. Appointments may be subject to Departmental Restriction of Appointment (DROA), State Restriction of Appointment (SROA), Surplus and Re-employment List procedures, pre-employment physical, drug screening, and fingerprint clearance. Applications will be reviewed and only the most qualified applicants will receive a selection interview.

SEND A COMPLETED AND SIGNED STATE APPLICATION (STD-678) TO THE FOLLOWING:

Sonoma Developmental Center
Human Resources Department – Room 124
15000 Arnold Drive / PO Box 1493
Eldridge, CA 95431

(707) 938-6454 Contact Chris Gephart with questions specific to essential functions of the position only. Civil Service Eligibility will be determined by the Human Resources Department at the Sonoma Developmental Center.

SONOMA DEVELOPMENTAL CENTER IS AN EQUAL OPPORTUNITY EMPLOYER TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE OR SEXUAL ORIENTATION.